



# **WARRANT OFFICER BASIC COURSE**

## **CLASS 1-19 INFORMATION PACKET**

**THE BASIC SCHOOL  
24164 BELLEAU AVE.  
QUANTICO, VIRGINIA 22134**

## **Table of Contents**

<u>Title</u>	<u>Page</u>
Appointment and Graduation Requirements	3-4
Warrant Officer Basic Course 1-19 Student Information	5-10
Planning Your Move	11
Marine Corps Base Quantico General Information	12
Area Maps	13-14

# WARRANT OFFICER BASIC COURSE (WOBC) 1-19 APPOINTMENT AND GRADUATION REQUIREMENTS

## Appointment Requirements:

Those selected to attend the active duty WOBC 1-19 will be appointed on **1 February 2019** after meeting the following requirements:

a. Appointees must be found physically qualified for appointment by the Chief, Bureau of Medicine and Surgery (BUMED) in accordance with the requirements outlined in MARADMIN 478/16 prior to arrival at The Basic School.

b. Appointees must pass the physical fitness test (PFT) with a first class score. Selectees are given two attempts within the first week of training to achieve a first class score. Those unable to do so will be dropped from the course. Appointees must also be within Marine Corps height/weight standards in accordance with Marine Corps orders. Information pertaining to physical fitness standards, to include scoring and Body Composition and Military Appearance (BCP/MAP) standards, can be found at the following link:

<https://www.fitness.marines.mil/PFT-CFT Standards17/>

c. Appointees must complete the requirements outlined in pages 6 and 7 of this document prior to arrival for check-in.

## Graduation Requirements:

Those appointed to WOBC 1-19 will meet the requirements of the WOBC curriculum in order to graduate the course. Students are evaluated and must achieve an overall average of above 75% in each of three areas, outlined below and weighted accordingly:

a. Academics (30%): The academic portion of student evaluation encompasses all quizzes associated to course material, a review exam, and (4) phased written examinations. Students must achieve above a 75% score to pass each written exam.

b. Military Skills (30%): The military skills portion of student evaluation encompasses the following evaluated events:

<u>EVENT</u>	<u>PHASE</u>	<u>WEIGHT</u>
1. Initial Physical Fitness Test	0	1
2. Writing Assessment	III	2
3. Night Land Navigation	II	2
4. Mid Performance Exam	II	4
5. Day Land Navigation	III	3
6. Tactical Decision Making Exam	III	4
7. Final Hike	III	Pass/Fail
8. Final Double Obstacle Course	III	3
9. Final Endurance Course	III	3
10. Final Combat Fitness Test	IV	2
11. Final Performance Exam	IV	4
12. Final Physical Fitness Test	IV	2

c. Leadership (40%): Leadership evaluations serve to assess the students' ability to demonstrate the five horizontal themes of officership. Students' leadership abilities and potential are evaluated throughout the WOBC in a variety of environments and scenarios. The leadership grade is determined by the Staff Platoon Commander (SPC) and Company Commander who consider each student's

performance across every event at TBS, which include but are not limited to: Academics and Military Skills performances, Tactical billets and Garrison billets, contribution to guided discussions and sand table exercises, peer feedback, green jackets, and daily conduct. SPCs counsel students regarding any leadership evaluation that becomes part of their training jacket. The five horizontal themes of officership are:

1. A man/woman of exemplary character
2. Devoted to leading Marines 24/7
3. Able to decide, communicate, and act in the fog of war
4. A Warfighter who embraces the Corps' warrior ethos
5. Mentally strong and physically tough

### **Course Mastery:**

1. Students must score a 75 or better in each of the three weighted categories.
2. Pass/fail: Students must pass all pass/fail events. Students receiving a fail on an event will remediate and retest. Students that pass the retest or subsequent retest (as required) will graduate.
3. Unsatisfactory Performance: TBS Standard Operating Procedures (SOP) provides procedures for marginal and poor performance. Beyond remediation and retesting, students with failing performance in weighted or non-weighted events will be provided additional assessment, counseling, and study supervision as required by company staff.
  - a. Guidance for triggering a company-level XO Interview (XOI):
    - Failure of two weighted events.
    - Failure of five or more quizzes.
    - Failure of three pass/fail events i.e. land navigation practical applications, hike movements, initial obstacle/endurance course.
    - Unsatisfactory performance on two tactical/garrison billet evaluations.
    - Other scenarios, as necessary, per the discretion of the SPC/Company.
  - b. Guidance for triggering a company-level Student Performance Review Board (SPRB):
    - Failure to remediate based on XOI guidance.
    - Failure of three weighted events.
    - Failing overall average in any of the three evaluated areas after completion of Phase 2.
    - Other scenarios, as necessary, per the discretion of the SPC/Company.
  - c. Guidance for triggering a TBS-level SPRB/XOI:
    - Recommendation from company level SPRB/XOI.
    - Failure to meet mastery of a graduation requirement after three attempts.
    - Failing leadership evaluation.
    - Personal/behavioral/ethical issues.
    - Other scenarios, as necessary, per the discretion of the SPC/Company Staff.

After a TBS SPRB, the Commanding Officer (CO) may choose to return a student to training, recycle a student, recommend return to previous enlisted rank, or recommend separation.

## **WARRANT OFFICER BASIC COURSE (WOBC) 1-19 INFORMATION**

Congratulations on your selection as a Warrant Officer of Marines. You are about to embark upon a truly remarkable journey as an officer of Marines. That journey begins with your successful completion of the Warrant Officer Basic Course at The Basic School (TBS) in Quantico, Virginia.

### **Warrant Officers and Title 10:**

Warrant Officer (WO) is an appointed rank, vice a commissioned one. Chief Warrant Officers (Marine Gunners and Recruiting Officers) are commissioned. All Chief Warrant Officers and Warrant Officers must successfully complete the WOBC in order to retain their appointment or commission. Title 10 U.S.C. Section 1165 states:

*THE SECRETARY OF THE NAVY HAS THE AUTHORITY TO TERMINATE THE REGULAR APPOINTMENT OF ANY PERMANENT REGULAR WO AT ANY TIME WITHIN THREE YEARS AFTER THE DATE WHEN THE OFFICER ACCCEPTED HIS ORIGINAL PERMANENT APPOINTMENT. A MARINE WHOSE APPOINTMENT IS TERMINATED MAY, UPON HIS REQUEST AND AT THE DISCRETION OF THE SECRETARY OF THE NAVY, BE ENLISTED IN A GRADE NOT LOWER THAN THAT HELD IMMEDIATELY PRIOR TO APPOINTMENT.*

**THEREFORE, THE FIRST THREE YEARS AS A WO IS A PROBATIONARY PERIOD AND THE APPOINTMENT TO WO WILL BE TERMINATED IF A MARINE DOES NOT COMPLETE THE REQUIREMENTS OF THE WOBC.**

### **WOBC Mission Statement:**

Train and educate newly appointed and commissioned warrant officers in the high standards of professional knowledge, esprit de corps, and leadership required to transition from enlisted Marine to officer, with particular emphasis on the duties, responsibilities and warfighting skills required of a rifle platoon commander.

### **WOBC 1-19 Key Dates:**

Report Date: NET 1200, 21 Jan 2019; NLT 1700, 22 Jan 2019

Appointment Ceremony: 1 Feb 2019

Graduation: 22 May 2019

### **The Warrant Officer Basic Course:**

The WOBC is an eighteen-week course that focuses on the transition from enlisted Marine to Marine Officer. TBS and the WOBC focus on five horizontal themes that define expectations of all Marine Officers (reference paragraph C of graduation requirements). The course will teach the science and art required for service of Marine Officers with an emphasis on decision-making throughout. Infantry tactics (at the platoon level) and planning subjects are used as the means, or vehicle to teach and evaluate this process. Since all students are evaluated on leadership as Marine Officers; physical, mental, and emotional stress are incorporated throughout the course in order to evaluate the ability to lead in chaotic and stressful environments. Some individuals will be pushed close to their failing point, but the WOBC is designed to give students an opportunity to display positive leadership qualities in the face of adversity.

The WOBC is a course designed to provide students with the learning experiences necessary to effectively transition to service as a Marine Officer. **Students who do not successfully complete the course face a variety of administrative actions, including repetition of the course, recycle to a six**

**month Lieutenant Basic Officer Course (BOC), revocation of appointment, or separation from the service.**

The WOBC curriculum is an academically rigorous program of instruction (POI) which consists of approximately 935 hours of formal instruction. The POI includes classroom instruction, field exercises, sand table exercises, tactical decision games, and discussion groups. Classroom instruction is designed around the flipped classroom model. Students are expected to read the student handouts prior to class and arrive to instruction with questions on course material. While some dedicated student preparation and study time is allotted regularly throughout the schedule, each student is responsible for engaging in a well-planned deliberate study effort in advance of the upcoming lessons.

Lectures begin with quizzes over simple baseline material covered in the student handouts. You can identify a class that requires a quiz if it has an XQ in the course code (for example WOS0005XQ). Lectures generally utilize an active learning approach to move beyond hearing about concepts, to applying concepts to solve problems during lessons.

Selectees must also arrive having read the book, "Black Hearts: One Platoon's Descent into Madness in Iraq's Triangle of Death" by Jim Frederick. A writing assessment and discussion will be conducted on this book during the first week of the course.

Combat orders and reports are heavily emphasized throughout the POI, so students are required to refresh their knowledge of combat orders and seek instruction through MarineNet and other available resource. Students are required to complete the MarineNet course on Combat Reports, identifier M00CR\_0799 prior to arrival and show completion.

Selectees are required to read and review the following publications prior to check in:

- a. MCDP 1 Warfighting
- b. MCDP 1-3 Tactics
- c. MCDP 6 Command and Control
- d. The Armed Forces Officer 2017

**WOBC preparation:**

Students who adequately prepare and maintain personal excellence in the following areas throughout the WOBC POI will be set up for success. However, these areas can quickly become a common pitfall if individual focus is not applied:

1. Physical preparation: Selectees are required to pass a PFT with a first class score during the first week of training. Selectees who do not score a first class PFT after two attempts will be dropped from the course. Performance on the PFT and CFT are not sufficient indicators of readiness for the physical rigors of the course. Students should prepare for dismounted movement under load at a 3-mile per hour pace up to 10 miles. Students can anticipate multiple individual land navigation events and unit field exercises on uneven terrain in daylight and darkness within areas up to 20 square kilometers. Students can also anticipate running a double USMC obstacle course, as well as the TBS Endurance Course. Selectees are encouraged to arrive at TBS with a pair of broken in boots and in peak physical condition, prepared for the physical requirements of the course.

2. Academic preparation for lessons: Students who struggle in the academic

portion of the course typically do not read the student materials before the lesson, setting them behind during the lesson and beyond. Staying ahead of upcoming lessons is a constant challenge that requires effective time management and consistent study skills. Those that fall behind early academically will find it increasingly difficult to recover as the POI progresses. While quizzes taken prior to the class evaluate understanding and memorization of material, written and performance-based examinations test the conceptual application of course material to practical scenarios.

3. Personal affairs: The WOBC is a demanding course which will take the full measure of a student's time and effort through graduation. Prior to coming to the course, students should set personal affairs in order to the maximum extent reasonable, to include completing any necessary Power of Attorney forms for family members or spouses and generating a family care plan to cover contingencies that may arise during the course of the POI. This will free students to focus on best efforts in the course.

### **Check-In Procedures:**

1. Selectees shall check-in in your Enlisted Service "A" uniform. You will have your appointment ceremony on 1 February 2019 in Officer Service "A" uniform, which requires a brand new set of Officer Alphas, or a conversion scheduled through either vendor. Students traveling from OCONUS or from outlying locations may check in after 1200 on 21 January to receive a barracks room, but will be required to go through normal check-in procedures on 22 January with the remainder of the company. It is highly recommended that you check in by 1200, 22 January. In-processing will include: briefs by the company staff and supporting agencies, medical/dental screening, urinalysis, issue of supply gear, an initial PFT, height/weight screening, ID card conversion, and vehicle registration. Per paragraph 5 of the selection MARADMIN, parent commands that are issuing TAD, TEMINS or PCS (Gunners) orders to WOBC are responsible for issuing a DD Form 214 prior to detachment which covers their entire enlisted period of service through 31 January 2019. NAVMC 763 (Appointment Acceptance and Record) forms will be issued at The Basic School upon appointment.

2. Selectees should arrive to TBS fully medically ready to train. This includes completion of all medical requirements (HIV blood draw, immunizations, dental screening, PHA, optometry, audiogram, etc.) prior to arrival. Selectees must bring medical and dental records and be certified as medically ready to train prior to arrival at TBS. Any known medical issues should be identified to TBS medical personnel immediately upon arrival for check-in.

### **Appointment Ceremony:**

On 1 February 2019, selectees will be appointed warrant officers at a ceremony held at Little Hall aboard Mainside Quantico. The appointment ceremony will be conducted in Officer Service "A" uniform.

Following the official appointment ceremony, students will be provided the opportunity to be pinned individually at their discretion; students are welcome and encouraged to invite a guest to conduct the pinning ceremony. Under Title 5, U.S. Code 2903, a commissioned officer must administer the oath. This day will be one of the most professionally and personally important days for all of the students. Family and friends are invited to share this day with the newly appointed officers. The staff at TBS is aware of the significance of this event and will make every attempt to accommodate all invitees and desires for his/her individual appointment ceremony. To aid in ensuring this event is enjoyed by all, students are required to inform the Protocol Office, through their staff chain-of-command, at TBS of their list of invitees for both the

official ceremony and the following individual pinning ceremony no later than 22 January 2019.

More details regarding the Appointment Ceremony will be released at a later date by the TBS Protocol Officer.

### **Military Autobiography:**

Each student will write and submit his/her military autobiography detailing family and educational backgrounds, reason(s) for becoming an officer, and complete military background. Military background shall include important dates, accomplishments, duty stations, assignments, and future aspirations. Students will be contacted prior to arrival from TBS Manpower Officer with the format for the autobiography and will be expected to have it prepared prior to check-in.

### **Additional Training Requirements:**

Students are encouraged to arrive at TBS with a current rifle, pistol, swim, MCMAP qualification, and gas chamber. The students will not qualify on the rifle, pistol, swim, MCMAP, or gas chamber during their time with WOBC 1-19.

### **Accommodations:**

While attending the WOBC, single students will be required to maintain a room in the BOQ at TBS. The rooms are not large and contain a bathroom, racks, dressers, desks, and a small refrigerator. It is recommended that students are conservative with the personal belongings they bring with them. Students may bring a laptop computer, a small TV, iron, and ironing board.

In the BOQ, many living expenses are optional for students. Phones, cable television, and internet service are available and must be ordered and paid for by the individual rooms. Warrant officers who reside in Quantico and the local area of northern Virginia are authorized to maintain their residences until the completion of WOBC and the receipt of orders. Do not bring your family if you are on TAD orders. You will not receive a BAH waiver to Quantico unless this is your follow on duty station.

All Marines will be entitled to BAH rate retention upon appointment to warrant officer should their BAH rate decrease with the associated grade change.

### **Expenses:**

In addition to the room amenity items discussed above and the expense of officer uniforms, expect to contribute about \$50 per month for the student-operating fund (informal fund). This fund pays for the company mess night, cruise books, photos, mixers, and other functions the company will hold. Be prepared to pay for all housekeeping items (mops, brooms, toilet paper, etc.). Room cleanliness is the individual student's responsibility. Field rations and MREs will be provided during field exercises. Pay will be checked accordingly. Be sure to bring personal checks to TBS as cash and credit cards will not be accepted by certain agencies.

Selectees are not entitled to a lump-sum leave (LSL) payment for the enlisted to officer transition. All leave is carried over from the enlisted leave balance.

The Navy Mutual Aid Association and the Marine Corps Federal Credit Union offer low interest "career starter" loans to students upon arrival, (\$5,000 at approx. 2%). Also, the Marine Corps Exchange and the Marine Shop each have a



uniform payment plan for students. MCX, for example, will provide an interest-free loan on uniforms for up to 18 months.

### **Computers:**

Students should bring a personal computer to TBS as student handouts will be provided in digital format only and quizzes will be taken electronically. Additionally, it is recommended that students bring a personal printer for student handouts and course assignments. If available, students should bring a CAC card reader and compatible computer. Internet access in the student barracks is available at the student's own expense. All combat orders at the WOBC are hand-written, but students will be expected to generate MS Word and Excel documents throughout the POI.

### **Uniforms:**

Students are required to possess appropriate Officer Service "A" uniform prior to the appointment ceremony. Students are required to possess all officer uniforms prior to WOBC graduation. The minimum uniform requirements are identified in the current edition of MCBUL 10120. If uniform items have been purchased already, be sure to bring all uniforms, as staff platoon commanders will inspect them.

The uniform of the day is the utility uniform, although the service "B" and "C" uniforms are worn periodically. Females will have the option to wear either skirts or slacks with the service uniform.

Before purchasing any officer uniforms, seek the advice of a recent WOBC/TBS graduate concerning their experience with the services provided by the two authorized vendors in the Quantico area.

Students are strongly encouraged to purchase uniforms prior to reporting aboard. Uniforms purchased at other Marine Corps Exchanges can be tailored free of charge at the TBS Uniform Shop, provided the student has a letter attesting to this agreement. Be wary of used uniforms; they must pass inspection at TBS. This will not be a problem if the item is 100% serviceable and fits correctly.

If students desire to convert an enlisted uniform to officer specifications, they are advised to first have the uniform inspected at TBS to establish its serviceability. In the past, officers have brought a converted uniform to TBS only to have noticeable defects pointed out during an initial inspection. Many defects and blemishes render the uniform unserviceable and will result in unforeseen expenses. If students want to convert their Service Alpha blouse, it must be inspected for fading around chevrons/hash marks and must not have been damaged by sewing these items onto the uniform. Long and short sleeve khaki shirts must be inspected as well. Students are required to wear the Dress Blue "B" uniform to the mess night.

Students are required to possess a standard PT uniform. At TBS, this will consist of green shorts (silkie's are not authorized), a green T-shirt, Marine Running Suit (top and bottom), a pair of running shoes, and a reflective running belt. These items are available at the Camp Barrett Exchange and exchanges throughout the base. Students will also need a pair of well-worn in combat boots for PT events.

Final enlisted clothing maintenance allowance will be paid out in full in February once selectees' accepted appointment posts in MCTFS.

**Uniform Vendor Points of Contact:**

TBS Uniform Shop 1-866-559-6227 703-432-6455	The Marine Shop 300 Potomac Ave Quantico, VA 22134 1-877-640-7195 703-640-7195
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**Civilian Attire:**

Per the TBS Standard Operating Procedures (SOP), the following guidance is applicable to all selectees with regard to wear of appropriate civilian attire while at TBS:

a. Blouse: Males will wear collared shirts without rips, tears, or frays. In colder months, males may forego the collared shirt in lieu of a sweater or fleece. Females will wear conservative blouses without rips, tears, or frays. Females will not be required to have a collar on their blouse. Males and females are not required to tuck in their shirt if it has a tailored edge.

b. Trousers: Denim jeans, khaki trousers, and dress trousers are acceptable for both males and females. Trousers will be free of rips, tears, frays, and will fit appropriately. If the trousers have belt loops, a belt must be worn. Shorts are authorized and must be conservative in length and free of rips, tears, and frays, as well as composed of the same material of appropriate trousers. Trousers and shorts will be worn at the waist with no undergarments showing. Skirts are authorized for females and must be conservative in length. Sweatpants and track pants are not authorized as civilian attire.

c. Footwear: Footwear must be commensurate with the attire being worn. Plastic shower shoes are not authorized footwear, but sandals/flip-flops are authorized.

d. Headgear: Headphones are not authorized while walking/running aboard MCB Quantico. Hats, such as baseball caps or beanies, are authorized but must be removed when entering any government building. Any other head gear (handkerchiefs, doo rags, etc.) are not authorized.

## **Planning your move if you're conducting a PCS:**

For any questions relating to your move, you can utilize one of two professional PCS information and assistance services listed below.

### **[www.move.mil](http://www.move.mil)**

The new Defense Personnel Property integrated information management system will bring improvements for customers as well as for the men and women that manage the household goods movement process. It's all about improving quality of life for service members.

#### **Customers and their families will see improved services**

- Full replacement value protection
- Direct communications and claims settlement between customers and transportation services providers
- Simplified claims process
- 24/7 move counseling

#### **Transportation Service Providers will see improvements and incentives**

- Faster automated payments to Transportation Service Providers
- Preferential award of business to qualify vendors.

#### **DPS will provide benefits to Personal Property Shipping Officers/Offices**

- Flexibility of a central web-based application interface
- Shipment management online notification process
- Data Analysis
- Report and document generation

### **[www.militaryonesource.com](http://www.militaryonesource.com)**

#### **Finance and Budgeting**

- BAH
- Avoiding rental/moving scams
- Renting vs Buying when you PCS

#### **Planning Your Move**

- Deciding where to live when you leave the military
- Helping your teenager cope with your move

#### **Your Community**

- A Guide to Health Care Providers
- Deciding to live on or off installation when you're single

### **Marine Corps Base Quantico Information**

Just 30 miles south of Washington D.C. in Prince William County Virginia, lies the town of Quantico. Bordered on three sides by the Marine base and on the fourth by the Potomac River, the town features shops and restaurants within easy walking distance from base. While average temperatures are mild, winter lows can drop down to the 20's and summer highs can reach 90° F.

Quantico, known as "the Crossroads of the Marine Corps," is the beating heart of the Marines, and is proud of its military culture and history. Several significant sites include the Air-Ground Museum on base, the National Museum of the Marine Corps, and the Quantico National Cemetery.

Prince William and Stafford County area offers a myriad of year-round attractions and activities for military families, including several water parks, 18-hole golf courses, and numerous opportunities to enjoy the great outdoors. Popular destinations include Leesylvania State Park, Prince William Forest Park, and the Occoquan Bay National Wildlife Refuge. Easy access to camping, hunting, biking, and boating and the endless attractions of the nation's capital make Quantico an exciting place to live.

For information about local services and other amenities in the area, follow the community links below:

<http://gostaffordva.com>

<http://visitpwc.com/fv>

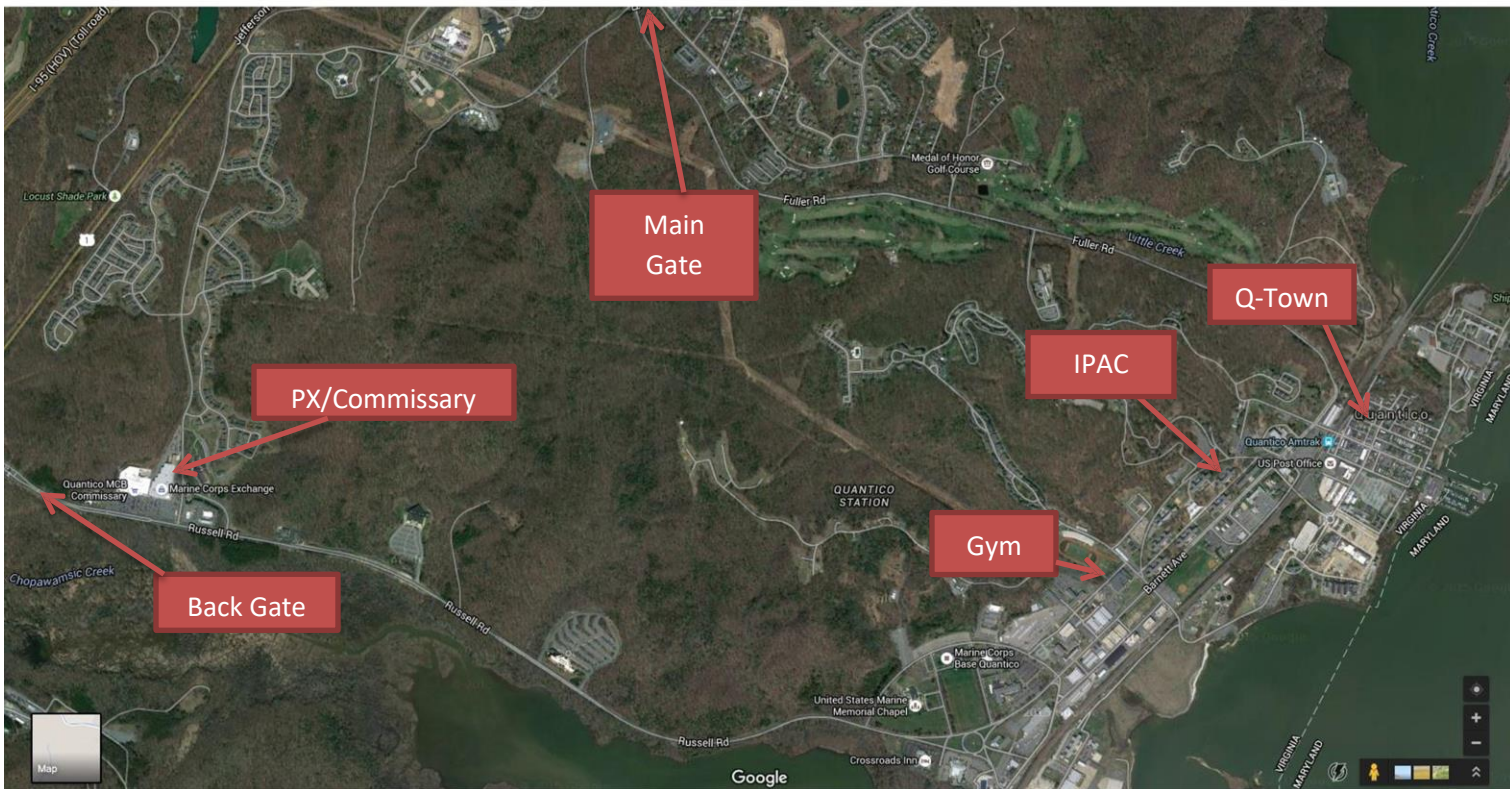
<http://visitfred.com/visitors/contact/>

<http://dc.gov/page/visitors-resource-center>

<http://www.quantico.marines.mil>

## Area Maps

### Marine Corps Base Quantico, Mainside:





**Camp Barrett:**

24164 Belleau Avenue, Quantico, VA, 22134.

**Directions to India Co Check-In:**

Upon arrival at Camp Barrett, proceed to the parade deck annotated below by "Check-In Parking". Walk, following the yellow line depicted below, to Heywood Hall. Your check-in will go in the Classroom 3. You are expected to check-in wearing the **Service A uniform**. Also have a separate bag containing a full set woodland cammies.

